

**BID RECORDS: NON-CAPITAL IMPROVEMENT**

Item #72

This record series consists of information relative to the processing and letting of successful, unsuccessful, and cancelled non-capital improvement bids including, but not limited to, legal advertisements, "Requests for Proposals," "Requests for Qualifications," "Letters of Interest," "Invitations to Bid," "Invitations to Negotiate," technical specifications, correspondence, bid tabulations, and bid responses. See also "BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS" and "BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS."

**RETENTION:** 5 fiscal years after awarded.

**BOND ADMINISTRATION RECORDS**

Item #250

This record series consists of documents relating to the financing of local government projects through bonded indebtedness. The records include, but are not limited to preliminary studies, legal opinions, proposals and prospectuses, authorizations and certificates for issuance, cancellation and exchange records, and other related correspondence and documentation. See also "BOND REGISTERS," "BOND RESOLUTIONS/ORDINANCES," and "BONDS AND BOND INTEREST COUPONS." *These records may have archival value.*

**RETENTION:** Permanent.

**BOND REGISTERS**

Item #251

This record series consists of registers used to record the redemption of coupons for municipal bonds. The register is evidence of payment and may include upon what authority bonds and bond interest coupons were issued, details of bondholders, balances, identifying date, number of each bond, interest paid, and maturation dates. The register may also indicate that the coupons have been paid, upon what authority they were destroyed, and the date of destruction. See also "BOND ADMINISTRATION RECORDS," "BOND RESOLUTIONS/ORDINANCES," and "BONDS AND BOND INTEREST COUPONS." *These records may have archival value.*

**RETENTION:** Permanent.

**BOND RESOLUTIONS/ORDINANCES**

Item #191

This record series consists of resolutions or ordinances to issue bonds to finance undertaking of any capital or other projects for the purposes permitted by the State Constitution. The record includes, but is not limited to, legal agreements, reports of principal, interest, paying agents, and reports. See Section 166.111, *Florida Statutes*, Municipalities, Authority to borrow. See also "BOND ADMINISTRATION RECORDS," "BOND REGISTERS," and "BONDS AND BOND INTEREST COUPONS." *These records may have archival value.*

**RETENTION:** Permanent.

**BONDS AND BOND INTEREST COUPONS**

Item #226

This record series consists of retired bonds and bond interest coupons that have been redeemed. Information in these records may include, but is not limited to, identifying date, number of each bond, and quality and value of bond by maturity. Retired bonds and bond interest coupons may only be disposed of provided payments have been recorded in the bond register. See also "BOND ADMINISTRATION RECORDS," "BOND REGISTERS," and "BOND RESOLUTIONS/ORDINANCES."

**RETENTION:** 5 fiscal years after paid, exchanged, or transferred and recorded in bond register.

**BONUS RECORDS: PEER REVIEW EVALUATIONS**

Item #333

This record series consists of peer review evaluation forms used in annual performance based and/or lump-sum bonus programs. Peer review is the process by which employees in the same work unit evaluate the job performance of their "peers." These records do not become part of an employee's personnel record.

**RETENTION:** 5 fiscal years.

**BUDGET RECORDS: APPROVED ANNUAL BUDGET**

Item #58

This record series consists of the agency's approved annual budget and its amendments that are filed chronologically. This series does NOT include working papers, agency staff analyses, drafts, budget requests, or other supporting documentation relating to the development, modification, or implementation of an agency's final approved budget. See also "BUDGET RECORDS: SUPPORTING DOCUMENTS." *These records may have archival value.*

**RETENTION:** Permanent. *State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.*

**BUDGET RECORDS: SUPPORTING DOCUMENTS**

Item #88

This record series consists of any documentation supporting budget matters, including but not limited to working papers, agency staff analyses, drafts, budget requests, or other supporting documentation relating to the development, modification, or implementation of an agency's final approved budget. See also "BUDGET RECORDS: APPROVED ANNUAL BUDGET."

**RETENTION:** 3 fiscal years.